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PROCEDURES FOR SUBMITTING PLANS FOR FOOD SERVICE FACILITIES

Annotated Code Of Maryland Health General requires that properly prepared plans be submitted and approved before a person constructs a food establishment, remodels or alters a food establishment, or converts and /or remodels an existing building to be used as a food establishment. The plans must be submitted to the Carroll County Health Department Bureau of Environmental Health for review prior to beginning work. Once plans have been approved by this office, you will receive written notification and work can begin. Approval must also be obtained from various County agencies such as Department of Planning and Zoning, Office of Permits and Inspections which includes Plumbing, Electrical, and Fire Prevention Division.

Retail Food Service Facilities must comply with the Code of Maryland Regulations 10.15.03. The plan review shall consist of an evaluation of the food handling procedures, as well as the physical structure of the establishment. The plan review fee is \$100.00 and is due at time of plan submission.

Planning goals should include the following criteria:

1. Provisions to prevent contamination or adulteration of food on display, in preparation, or in storage by dust, insects, rodents, food service personnel, or customers.
2. Provisions to store, prepare, or display food at proper temperatures.
3. Provisions to clean and maintain in an efficient and sanitary manner all food service equipment, food contact surfaces, and food-related areas.
4. Provisions to provide adequate facilities to promote good personal hygiene among food service personnel.

Plans are not forwarded to the Health Department by any other office or agency. Submittals must be made directly by the applicant and are retained as part of the Health Department's records.

CHECKLIST OF INFORMATION WHICH MUST BE SUBMITTED

- _____ Complete set of plans and specifications drawn to scale.
- _____ Type and finish schedule of walls, floors and ceilings for food preparation, restrooms, serving, dishwashing, storage, Walk-in refrigeration/freezer and machine vending areas.
- _____ Plumbing in reference to floor drains, direct or indirect drains, vacuum breakers, and absence of overhead sewer or drain lines in the food preparation, storage or serving areas. Indirect plumbing must be supplied on utensil washing sinks, refrigeration coils, ice machines, kettles, coffee machines, drink machines, dishwashing machines, and steam tables.
- _____ Source of water supply and method of sewage disposal. Number of seats (including bar stools) if on private sewage disposal system.
- _____ Toilet facilities, number and location. All restrooms must have adequately supplied hand-washing sinks, ventilation, and self-closures on doors.
- _____ Handwashing facilities for each food preparation, food processing areas and dish-washing areas. They must be supplied with soap and paper towel dispensers, as well as a trash receptacle.
- _____ Light and ventilation of all areas including toilets. Lighting must be 50 footcandles in all food prep areas and areas employees are working with food. Lighting must be 20 footcandles in storage, restrooms, dishwashing rooms, bars, and wait station areas.
- _____ Hoods should be supplied on any equipment that is needed to remove heat, fumes, grease and steam. They should be NSF, UL710 and NFPA 96 approved. If it is not specified, calculations will have to be conducted according to the Maryland Ventilation Hood Criteria. Complete specifications of hood and filter systems, include total CFM, shop drawings, cooking equipment placement, where hoods are required, including make-up air provisions. Most dishwashing machines require hoods.
- _____ Location or placement of all equipment. Indicate if equipment is movable, on casters, or sealed to the wall.
- _____ Make and model numbers of all equipment, including grease trap if applicable. (Copies of brochures will help expedite the review.)
- _____ Complete specifications or shop drawings and fabricator's name for all custom-made equipment.
- _____ Type of storage shelving.
- _____ Facilities for employees' personal clothing.

- _____ Insect and rodent control procedures, if required.
- _____ Garbage and trash storage area and method of disposal.
- _____ A grease interceptor may be required for some facilities depending on their menu items. Check with the Carroll County Plumbing Code (Permits and Inspections – 410-386-2400)
- _____ Completed HACCP plan review packet (not needed for low priority facilities).
- _____ Copy of menu or list of menu foods.
- _____ Submit a license application and workers compensation form
- _____ Submit all appropriate fees

Plan Review Fee - \$100.00

HACCP Review Fee - \$75.00

License Application Fee - (Dependent on Priority)

High - \$275.00

Moderate - \$200.00

Low - \$75.00

FOOD SERVICE PLAN REVIEW

EQUIPMENT:

Seal all adjacent perimeters of cabinet-type equipment, make mobile, or space from walls and adjacent perimeters as follows:

<u>Length of Side</u>	<u>Width of Space</u>
2 feet	6 inches
2-4 feet	8 inches
4-6 feet	12 inches
over 6 feet	18 inches

Do not seal access panels. They must be accessible.

Place counter items not readily movable, weighing over 80 pounds, on legs or feet at least four inches high.

Elevate floor-mounted equipment at least six inches above the floor, or make mobile.

For three-compartment sinks, each sink compartment is to be individually drained and provided with an air gap.

Space backsplash a minimum of three inches from the wall, or seal it to wall.

Overshelves above cooking surface are not permitted because of the disturbance of air currents under the ventilation hood and the forming of liquid condensation on the underside of these shelves.

Existing equipment which was installed prior to applicable equipment standard requirements is accepted on the condition that it is in good repair, easily cleanable, non-toxic, properly installed, and complies with all of the requirements pertaining to food preparation.

All new equipment must meet the design standards of COMAR 10.15.03 Regulations Governing Food Service Facilities.

A pre-rinse device is required for all spray-type dishwashers.

Dishwasher canopy ventilation hoods require a one-foot overhang beyond machines on open sides. Provide 50-feet-per-minute air velocity through the area between the hood and dish tables.

One-compartment sinks or sinks without drain boards or dish tables are limited to rinsing utensils and food preparation.

Single-service cup dispensers are to be the pull-down type or properly shielded and protected. If inverted dispensers are to be used, the lip surfaces of the cups must be protected from splash or drip.

Food (sneeze) guards are to be constructed so as to intercept the direct line between the customer's mouth and the food being displayed.

Walk-in refrigerators or freezers must meet requirements of COMAR 10.15.03 Regulations Governing Food Service Facilities. Refrigerators are to maintain a temperature of 45 degrees Fahrenheit or below. Freezers are to maintain a temperature of zero degrees Fahrenheit or below. They are also subject to lighting requirements.

Equipment which is not easily movable must be sealed to the wall or placed on casters.

Cooking equipment must be on casters with flexible utility quick-disconnects or fixed on stainless steel legs and sealed to the wall.

When a two-compartment sink is used for washing equipment and utensils, an approved detergent sanitizer is needed.

Test strips are needed to check the concentration of the sanitizer at two- and three-compartment sinks.

Three-compartment sinks must have compartments of sufficient size to allow the largest item being washed to be submerged half-way.

Mop sinks should be of the floor-model type whenever possible.

FOOD:

Exposed food or clean tableware are not permitted on open shelves closer than 18 inches to the floor.

Sneeze-guard protection must be provided for exposed, unwrapped food such as salad bars, smorgasbords, buffets, and cafeterias.

Metal stem-type, numerically-scaled indicating thermometers accurate to 2 degrees Fahrenheit must be provided and used to assure attainment of proper internal cooking temperatures of all potentially hazardous foods.

No food shall be brought into the facility without Health Department approval. Any food being stored or prepared will be detained while samples are sent to the lab for testing.

PLUMBING:

Install vacuum breaker a minimum of six inches above the flood level rim with no shut-off devices beyond the discharge of the vacuum breaker.

For hose reels or sanitizing spray systems equipped with a shut-off device downstream from the vacuum breaker, a bleed-off section, which will pass a minimum of 1-1/2 to 2 quarts per minute to an indirect drain, relieves pressure on the vacuum breaker and allows the vacuum breaker to function properly. It is also permissible to provide an approved back-flow preventer, such as a double check

valve with an intermediate vent.

The injection of chemicals must occur downstream from a vacuum breaker or air gap to prevent possible back-siphonage of the chemicals into the water line.

All hose bibbs are required to have proper back-flow preventors where hoses are attached and left unattended.

Unprotected submerged water inlets are not permitted.

Overhead plumbing above food service facilities is to comply with COMAR 10.15.03, Section .06C. (2) e.

Commercial dishwashing machines shall be indirectly connected, except that when the dishwashing machine is adjacent to a trapped floor drain, the waste may be connected directly to the upstream side of the floor drain trap.

For 170-degree Fahrenheit sanitizing water when manual dishwashing is employed, a thermometer accurate to 2 degrees Fahrenheit must be convenient to the sink to permit frequent checks of the water temperature.

Connect condensate waste lines indirectly with the sewerage unless provided with evaporator pans.

A grease interceptor may be required to be installed prior to discharge into a public or private septic system. The interceptor shall provide at least five gallons per individual seating unit. See Carroll County Plumbing Code for further details

VENTILATION:

Ventilation hoods must provide the required minimum horizontal 50-feet-per-minute air movement as measured at the front edge of the cooking surface.

Paint is not permitted on interiors of ventilation hoods.

Provide one-foot overhang on all open sides of canopy-type ventilation hoods or extend hood sides and back down to the cooking surface.

In-flight-type dishwashers require ventilation. Recommend cowl at end for vapor condensate. Indicate exhaust method to be used.

Ventilation cooking exhaust hood drawing must properly show that the readily-removable grease filters (or grease extra extractors) are securely fastened in a T-bar filter frame construction. The drawing shall be shown isometrically. The drawing shall illustrate sloping the grease trough to a

grease cup. The grease cup shall not exceed one-gallon capacity.

Mechanical ventilation in toilet rooms shall provide 2 cubic feet of air per minute per square foot of floor space which is vented to the outside.

LIGHTING:

Provide minimum 20 foot candles of lighting in all food preparation, serving, locker rooms, toilet rooms and food storage areas. Walk-in coolers are included. Lights are required to be shielded from shattering over exposed food and utensils.

BUILDING:

All joints, annular spaces, or openings into hollow or inaccessible areas are to be closed to 1/32-inch or less for food service areas.

The walls, subject to splash in food service facility areas, shall have smooth, easily-cleanable, grease-resistant surfaces up to the highest level reached by splash or spray. Epoxy or oil-base enamel paint is acceptable, latex paint is not.

Masonry walls need to have all porous holes filled with an acceptable sealant prior to painting or other finish. Joints are to be finished flush.

Paint is a satisfactory finish for normally dry non-food contact equipment surfaces.

Locate bulk trash storage containers on a durable grease-resistant surface such as a concrete slab.

Containers must be leak-proof, inaccessible to vermin, and have tight-fitting lids.

Handwashing facilities are required for each food preparation, serving, or utensil washing area.

Handwashing facilities - basic requirements:

- a. Each lavatory shall be provided with hot and cold or tempered running water. A mixing valve or combination faucet is required.
- b. Provide soap and hand-drying devices. If paper towels are used, an approved and conveniently located trash receptacle must be provided.
- c. All annular spaces are to be closed and if escutcheon plates are used, they must be secured.
- d. Seal backsplash to the wall.

Outside bulk compactors:

- a. Provide adequate supplemental trash storage container for compactors that are removed to landfill.
- b. Durable, grease-resistant surface under compactor is to be smooth, and cleanable.
- c. Storage areas must not create a nuisance.

Electrical conduits and plumbing pipes are to be kept as high as possible above the floor to provide adequate space for cleaning. Piping, conduit, and similar construction, located outside a wall, must be installed so that there is a minimum of 3/4-inch space between it and the wall.

Floor drains shall be provided only in floors which are water flushed or which receive fluid waste

from equipment. Floors shall be graded to drain.

Properly located lockers shall be provided and used for the storage of employees' coats, clothing, and personal belongings.

Traps for floor drains or other waste receptors associated with the food service and not used as an indirect waste receptor shall be automatically primed or provided with a water seal at least six inches deep, as required by the Approving Authority.

Drive-in windows shall be provided with windows that allow minimum access for vermin, and can be readily closed immediately after customer service.

Self-closing devices are required on all restroom and exterior doors.

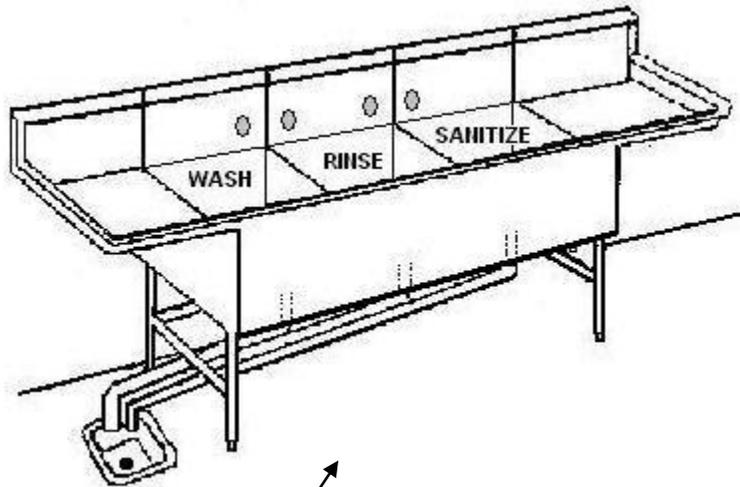
All exterior doors shall be made inaccessible to vermin.

No Food Service Facility license will be issued until the Health Department receives the following:

- 1) Completed HACCP Plan Review Sheets.**
- 2) Completed application for license.**
- 3) Appropriate fee (please note that Sanitarians will not hand-deliver checks or cash).**
- 4) Completed Workmen's Compensation Insurance form.**

Please call for a final several days prior to target opening date to allow for any corrections that are needed and re-inspection to take place

Three-Compartment Sink Requirements



Air Gap to be twice the diameter of the waste line or a minimum of two inches.

Each compartment must be drained independently and indirectly.

A grease interceptor may be required to be installed prior to discharge into a public or private septic system. The interceptor shall provide at least five gallons per individual seating unit. See the Carroll County Plumbing Code for further details.

Only when it is not feasible to use an outside tank may approval be given for the heat grease interceptors to be installed inside. The approval brands are: Big Dipper; Renn; GRD. There must be an air gap prior to the grease interceptor and prior to the floor sink.

Specific Details Required on a Shop Drawing for an Exhaust Hood

1. Length, width, and depth of canopy, including minimum of 12-inch overhang, or length, width, and depth updraft.
2. Number, size, and type of filters.
3. Angle (in degrees) of filters.
4. Permanent filter frames, spring clips or their suitable devices on an isometric diagram, showing T Bar mullions between each filter.
5. Removable grease trough.
6. Detailed drawing of plenum chamber, including dimensions.
7. Sizes and location opening for duct work.
8. Diagram of duct system, including width, depth, and length from outlet to fan curbing, including any turns.
9. Height of hood canopy from the floor.
10. Distance of filters from cooking appliances.
11. Make and size of exhaust fan with CFM rating and static pressure of resistance.
12. Dimensions of cooking appliances under the hood. Installation of equipment; legs, casters, or on equipment bars.
13. Vapor-proof lights.
14. Specifications of the make-up air-and location of inlets.